

## DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

<p><b><u>What's Inside:</u></b> Updated Archive Disposition Schedule</p>
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February 23, 2012

**MEMORANDUM**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: UPDATED ARCHIVE DISPOSITION SCHEDULE

DISCUSSION:

The purpose of this memorandum is to inform staff that the archive disposition schedule has been recently updated with the Secretary of State's Office. The following outlines the Division's current series numbers for use by field personnel with intended program uses and retention timeframes. Further descriptions of the series numbers listed below may be reviewed in the Secretary of State's SMART System.

Children's Division 805	Court Adjudicated Child Abuse/Neglect (CA/N) Reports Conclusions on or after August 28, 1991	Permanent
Children's Division 807	CA/N Investigations substantiated by a Preponderance of Evidence (POE)	Permanent
Children's Division 809	Unsubstantiated CA/N Investigations Reported by a Non-Mandated (Permissive) Reporter	2 Years
Children's Division 810	Unsubstantiated CA/N Investigations Reported by a Mandated Reporter.	5 Years
Children's Division 20742	CA/N Investigations and Family Assessments with "Unable to Locate" Conclusions	10 Years
Children's Division 20743	CA/N Investigations and Family Assessments with "Home Schooling" or "Located out of State" Conclusions	5 Years
Children's Division 808	CA/N Family Assessments	Permanent
Children's Division 819	Closed Adoptive Parent's Records	Permanent

Children's Division 821	Closed Adopted Child's Record	Permanent
Children's Division 813	Closed Family-Centered Service Cases	Permanent
Children's Division 822	Closed Foster Child's Record	Permanent
Children's Division 820	Closed Foster Parent's Records	Permanent
Children's Division 817	Closed Contractual Services Cases with No Direct Service Delivery	5 Years
Children's Division 814	Closed Home Studies, Without Placement of a Child	10 Years
Children's Division 21028	Withdrawn Residential Child Placing Initial Applications	10 Years
Children's Division 21027	Closed Licensed Residential Child Placing Agency Files	10 Years
Children's Division 21029	Exempt Child Care Facility Records	5 Years
Children's Division 23413	Denied, Involuntarily Suspended or Revoked Child Placing Agency License Files	Permanent
Children's Division 18553	Legal Precedent and Consent Decree Records	30 Years
Children's Division 23384	Merit Registers	5 Years

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Scott B. Montgomery, PDS 573-526-5408 <a href="mailto:Scott.B.Montgomery@dss.mo.gov">Scott.B.Montgomery@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Dena Driver 573-751-3171 <a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
CHILD WELFARE MANUAL REVISIONS: N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES	

N/A
RELATED STATUTE: N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A
FACES REQUIREMENTS N/A